

E-Mail ALPERSRU S/02

Subj: GUIDANCE FOR DEMOBILIZATION OF RESERVISTS

- Ref: (a) COMDT (G-CCS) MSG R 091755Z MAY 02
(b) [E-Mail ALPERSRU V/01](#)
(c) [SDA II User Manual, HRSICINST M5231.2](#)
(d) [Personnel and Pay Procedures Manual, HRSICINST M1000.2A](#)
(e) [Coast Guard Pay Manual, COMDTINST M7220.29A](#)

Introduction This E-mail ALPERSRU provides procedural guidance for demobilizing reservists who were recalled under Title 10, U.S. Code, Section 12302.

Discussion Reference (a) provides for the drawdown of reservists who were mobilized in support of the events of 11 September 2001.

Reservists who are demobilized shall be processed under the Release From Active Duty procedures as prescribed in references (b) and (c).

Submission of SOI for reservist being released from active duty Upon notification that a reservist will be released from active duty, a Statement of Intent (SOI) transaction shall be prepared and approved in SDA II, IAW page 2-A-244, reference (c). This transaction will: (a) prevent the member from being overpaid; and (b) ensure the member is paid appropriate lump sum leave.

NOTE: If notification of the RELAD is received late and is within 15 days of the member's release date, an E-mail SOI will ALSO need to be submitted IAW Exhibit 3-B-1, page 3-B-9, reference (d).

Continued on Next Page

E-Mail ALPERSRU S/02

Subj: GUIDANCE FOR DEMOBILIZATION OF RESERVISTS

Submission of Release from Active Duty (RELAD) transaction

A 'Release from Active Duty Orders' transaction shall be prepared and approved in SDA II, IAW section 8-B, reference (c).

- The 'Effective Departure Date' field on 'Release from Active Duty Orders (Screen 1 of 6)' in SDA II should be the date the reservist is departing his/her unit. If the reservist is taking no terminal leave, then this date must be the last day of active duty.
- The 'Reporting Unit OPFAC' field on 'Release from Active Duty Orders (Screen 1 of 6)' in SDA II should be the OPFAC of the unit to which the reservist will be assigned as a drilling reservist, or 87400 if the reservist is being assigned to the IRR after RELAD.
- The 'Date Released from Active duty' field on 'Release from Active Duty Orders (Screen 2 of 6)' in SDA II must be the last day of active duty for the reservist.
- The 'Reason' field on 'Release from Active Duty Orders (Screen 2 of 6)' in SDA II should be '62' (due to fulfillment of active service obligation).
- If the reservist elects to sell leave, make sure it is annotated on this transaction.

Very Important: This transaction shall be prepared and approved prior to the reservist being released from active duty. Timely submission of this transaction is essential to ensure the reservist's separation payment is accurate and timely.

NOTE: This transaction should not be used if the reservist was brought on active duty with a R990 transaction. The RELAD procedure is only used for those who were brought on active duty via a Departing Endorsement on Orders transaction with Nature of Duty Code "R".

Reservists who are immediately recalled for further active duty of less than 140 days

If a reservist is released from Title 10 orders, then immediately recalled to active duty under a different set of orders (e.g., ADSW-RC, ADT, or ADSW-AC), and the new period of recall is less than 140 days:

- Follow the Release From Active Duty process detailed above.
- Prepare a Depart/Report ADT (R990) transaction IAW page 2-B-33, reference (c), to record the new period of active duty. IAW section 3.C.10, reference (e), during the new period of active duty, the reservist is entitled to BAH-II.

Continued on Next Page

E-Mail ALPERSRU S/02

Subj: GUIDANCE FOR DEMOBILIZATION OF RESERVISTS

Reservists who are immediately recalled for further active duty of 140 days or greater

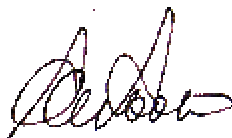
If a reservist is released from Title 10 orders, but immediately recalled to active duty under a different set of orders (e.g., ADSW-RC, ADT, or ADSW-AC), and the new orders are for 140 days or greater, do not follow the Release From Active Duty process detailed above. Instead:

- Prepare a Report Additional Active Duty Authorized (P192) transaction IAW page 2-B-5, reference (c).
- Prepare a Change BAH (P606) transaction IAW page 2-A-115, reference (c). If the reservist will not be assigned government quarters, the reservist will be entitled to BAH. IAW section 3.C.10, Figure 3-6, and Figure 3-10, reference (e), the BAH zip code shall be the duty station at which the active duty will be performed.
- Prepare a Start/Resume Pay and Allowance (P607) transaction IAW page 2-A-148, reference (c), for CONUS COLA. The CONUS COLA zip code shall be the zip code of the duty station at which the active duty will be performed.
- Prepare a Change Category, Class, Pay Status (R910) transaction IAW page 2-B-17, reference (c), to set the Reserve Training/Pay Status code to A.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-339-3540, Option 2.

Released by



R. A. ROOTH